

REQUEST FOR EML ORDERS

●●*PLEASE PRINT LEGIBLY*●*●*

Full Name of Employee	Passport Number/SSN of Employee	Grade of Employee	Date of Birth of Employee MM/DD/YY
			N/A
Full Names of Travelers	Passport Number or SSN of Travelers	Status of Travelers (i.e., spouse)	Date of Birth of Employee MM/DD/YY

Employee's Duty Station/Activity:			
Employee's Office Phone:			
Employee's email Address:			
Employee's Office Fax:			
Dates of Leave/Travel:	Start Date:		End Date:
Country to Which Traveling:			
Copy of Approved Leave Slip	Required only if the employee is traveling on the orders.		

Requests for EML Orders may be faxed, emailed, delivered by guardmail, or brought to HRO (Code 22) in person. **Requests for EML orders are to be submitted at least five (5) working days prior to the start of leave or travel.**

HRO Fax Number: 626-5767 (DSN) or 081-568-5767

Email Addressses should include: EuritoT@nsa.naples.navy.mil; and Mitchelj@nsa.naples.navy.mil

Guardmail should be addressed: Human Resources Office, Code 22
 Attn: EML Orders Request

Eligibility

- ◆ If employee has not been here six months (s)he is not eligible for EML Orders.
- ◆ If employee is within six months of his/her overseas tour expiration date (s)he is not eligible for EML Orders.

After EML travel is completed

- ◆ Employee must return the original stamped EML Orders to HRO (Code 22)
- ◆ If EML travel is not used, employee must return original EML Orders to HRO Code 22. This will ensure that the orders are canceled and do not "count" against EML entitlement(s).

Miscellaneous Notes

- ◆ Family members 18 years of age and older can travel alone (without sponsor). Age limit for EML entitlement for children is 21 if not a full-time student and 23 if a full-time student.
- ◆ If the sponsor is not traveling EML, the orders can be issued as far as 30 days in advance of the anticipated travel date.
- ◆ EML cannot be used in lieu of TDY, Medical Emergency (MEDIVAC), Early Return of Dependent(s), or Educational Travel.